

CITY AND COUNTY OF HONOLULU
REQUEST FOR QUALIFICATIONS OF PROVIDERS OF PROFESSIONAL SERVICES

The City and County of Honolulu anticipates the need for professional services for the fiscal year 2004-2005, including but not limited to the following:

FOR THE DEPARTMENT OF CORPORATION COUNSEL:

Under the Hawaii Public Procurement Code, Haw. Rev. Stat. Chapter 103D and the Revised Charter of the City and County of Honolulu, Section 6-303, the Corporation Counsel, City and County of Honolulu, is responsible for securing legal services from private attorneys for most of the agencies and officials of the City and County of Honolulu, including its boards and commissions, and under the Revised Charter of the City and County of Honolulu, Section 7116, the Board of Water Supply, City and County of Honolulu, may secure its own legal advisor and representative. The Corporation Counsel and the Board of Water Supply are authorized to invite law firms and licensed private attorneys to submit statements of qualifications and expressions of interest for evaluation by the Corporation Counsel or the Board of Water Supply and inclusion on a list of private attorneys qualified to provide legal services to these city agencies and officials.

Thereafter, whenever circumstances require, the Corporation Counsel or the Board of Water Supply will select attorneys from the resulting pre-qualified list to serve as special deputy corporation counsel, special counsel, or legal consultant to city agencies, officers or employees, or as legal adviser or representative to the Board of Water Supply.

In most circumstances, the legal services required will entail representation in civil and criminal actions, primarily in defense of a city agency or official. At minimum, the Corporation Counsel and the Board of Water Supply anticipate the need to hire private attorneys qualified to practice in the following areas during the course of the period July 1, 2004 to June 30, 2005.

Administrative Law	Governmental Contracting
Bankruptcy	Labor Law
Civil Litigation	Land Use,
Civil Rights,	including planning and zoning
including ADA	Public and Charitable Trust Law
Collections	Public Financing
Constitutional Law	Real Estate
Construction Law	Tax
Criminal Defense	Torts, including malpractice,
Eminent Domain	defamation and other intentional
Employment Law	torts
Environmental Law	Workers' Compensation

Law firms or attorneys interested in being retained to provide legal services in these areas should submit a letter of interest together with a resume which includes information about the following:

- (1) The name of the firm or person, the principal place of business, and location of all of its offices;
- (2) The area/areas of interest for consideration;
- (3) The age of the firm and its average number of employees over the past years;
- (4) The education, training, and qualifications of key members of the firm;

- (5) The names and phone numbers of up to five clients who may be contacted, including at least two for whom services were rendered during the preceding year;
- (6) Any promotional or descriptive literature which the firm desires to submit;
- (7) The range of hourly rates charged by the attorney, paralegal and other billable staff as well as a summary of the types and amounts of costs charged by the firm;
- (8) The jurisdictions (states and courts) in which the attorney is licensed and authorized to practice; and
- (9) Federal Employer Identification Number or Social Security Number of the provider.

Any inquiry regarding this project should be directed to Mr. Joe Lum, at (808) 523-4627.

The letter of interest and a resume from each attorney who is expected to provide legal services individually or on behalf of a firm, should be sent to:

Corporation Counsel
City and County of Honolulu
530 South King Street, Room 110
Honolulu, Hawaii 96813

All letters and resumes should be post-marked or hand delivered (NO facsimiles will be considered) no later than 4:30 p.m., July 30, 2004. Attorneys and law firms who have submitted letters and resumes pursuant to similar advertisements during 2003 need only to submit a letter of continued interest. An updated resume should be included if there are material changes since the prior submittal. In the absence of a prior letter of continued interest, resumes submitted prior to the 2003 solicitation will be purged.

FOR THE HONOLULU POLICE DEPARTMENT:

SERVICES WHICH MAY INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:

1. Professional psychological screening and interview of prospective candidates for police recruit and radio dispatcher positions.
2. Scanning, scoring, and profiling services for the psychological testing and screening of applicants for the entry level positions of police recruit and radio dispatcher positions.
3. Professional consultant and services for the document imaging program
4. Professional consultant for the promotional assessment center
5. Professional testing for drugs and alcohol in urine and blood samples for the department's operating vehicle under the influence of intoxicants (OVUII) cases, including motor vehicle collision (MVC) blood draws

Inquiries regarding these projects should be directed to Major Delbert Tatsuyama, Finance Division at (808) 529-3219.

Submittals should be delivered to the Chief of Police, Honolulu Police Department, City and County of Honolulu, 801 South Beretania Street, Honolulu, Hawaii, 96813, in the manner specified under **SUBMITTAL MATERIALS REQUIRED.**

FOR THE DEPARTMENT OF THE MEDICAL EXAMINER:

SERVICES WHICH MAY INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:

1. Forensic Entomology Services.
Services to include the examination and collection of insect specimens to determine type and maturity of various insects and to analyze succession patterns to determine time of death. Need for educational training and experience necessary to determine the above.
2. Laboratory Services.
To provide selected laboratory services needed by the Department of the Medical Examiner to help determine cause and manner of death.

3. Toxicology Services.

To provide selected toxicology services needed by the Department of the Medical Examiner to help determine cause and manner of death.

Those that are interested and capable of providing the professional services required shall submit a letter of interest together with statements of qualifications, to Dr. Kanthi von Guenther, Chief Medical Examiner, Department of the Medical Examiner, 835 Iwilei Road, Honolulu, Hawaii 96817 (808) 527-6777.

Inquiries regarding these projects should be directed to Dr. Kanthi von Guenther, Chief Medical Examiner at (808) 527-6777.

Those that are interested and capable of providing the professional services required shall submit a letter of interest together with a statement of qualifications to Dr. Kanthi von Guenther, Chief Medical Examiner, Department of the Medical Examiner, 835 Iwilei Road, Honolulu, Hawaii 96817, in the manner specified under **SUBMITTAL MATERIALS REQUIRED.**

FOR THE DEPARTMENT OF THE ENVIRONMENTAL SERVICES:

SERVICES WHICH MAY INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:

1. Computer support services in the following areas: database configuration and integration, application development, programming support, custom report generation from Oracle databases, research and data update, geographic information systems, information technology master planning.
2. Financial services in the following areas: enterprise financial planning and asset management, utility rate setting.
3. Professional engineering services in the following disciplines: odor control, oceanographic, environmental, wastewater, computer modeling, civil, mechanical, structural, electrical, SCADA and automation (PLC expertise), noise control, construction management and inspection.
4. Professional laboratory for wastewater, odor, microbiological, viral, nutrients, water quality, physical chemistry.
5. Public education and outreach support to include NPDES public education program services and general education on Environmental Services issues.
6. Energy audits, energy optimization and conservation, energy performance contracting.

Inquiries regarding these projects should be directed to Jack Pobuk at (808) 692-5727.

Submittals should be delivered to Mr. Frank J. Doyle, Director, Department of Environmental Services, City and County of Honolulu, 1000 Uluohia Street, Suite 308, Kapolei, Hawaii, 96707, in the manner specified under **SUBMITTAL MATERIALS REQUIRED**

FOR THE DEPARTMENT OF INFORMATION TECHNOLOGY:

SERVICES WHICH MAY INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:

- A. Oracle, Microsoft SQL and IBM DB2 database design, upgrade planning and implementation, database management, integration and application development.
- B. Integrated Financial Information System acquisition, integration, implementation and project management.
- C. Internet and e-commerce application design, development and web content management services.
- D. Integrated Imaging and Document Management software acquisition, integration and implementation.
- E. Programming and software development services for mainframe, web-based and/or PC systems. (please specify areas you are qualified for)
- F. Geographic Information System (GIS) consultant services.
- G. Workflow Management consultant services.
- H. Asset Management consultant services.
- I. Network infrastructure, wireless communication, MS Exchange/ Windows 2000 server and desktop operating systems upgrade planning and implementation services.
- J. Help Desk and knowledge based end-user support services.
- K. Information Security and Disaster Recovery management services.
- L. Professional IT services not listed above (specify your area of expertise).

Note that services for projects that involve certain types of federal funds are required to be advertised on a project specific basis. Consequently, in the event that this need should arise, a separate notice for services will be published which must be responded to separately, and in the manner specified in the advertisement.

Inquiries regarding this project should be directed to Grace Cheng at (808) 527-5008 or Stewart Hamasu at (808) 527-5824.

Submittals should be delivered to Mr. Courtney Harrington, Director, Department of Information Technology, City and County of Honolulu, 650 South King Street, 5th Floor, Honolulu, Hawaii, 96813, in the manner specified under **SUBMITTAL MATERIALS REQUIREMENT**.

Electronic Submittals should be e-mailed to (webcsr@co.honolulu.hi.us). Additional information may be attached at your discretion. Receipt of the submittal(s) will be confirmed by an e-mail reply back to the sender within two (2) working days.

FOR THE DEPARTMENT OF PARKS AND RECREATION

SERVICES WHICH MAY INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:

1. Turf Maintenance Services.
On a bi-weekly basis, conducts agronomic inspections and prepares maintenance recommendations and reports on the condition of the turf at Waipio Soccer Park and Central Oahu Regional Park.
2. Consultant Services for Blood Borne Shots, Sick Leave Abuse, Drug Testing and Alcohol Abuse.
3. Tree Trimming Inventory Consultants
4. Archaeologist

Inquiries regarding this project should be directed to John Blewitt at (808) 692-5301.

Submittals should be delivered to Mr. William Balfour, Jr., Director, Department of Parks and Recreation, City and County of Honolulu, 1000 Uluohia Street, Suite 309, Kapolei, Hawaii, 96707, in the manner specified under **SUBMITTAL MATERIALS REQUIREMENT**

GENERAL INFORMATION

The agencies may decide to combine more than one project or phase, if appropriate. For specific projects involving various professional disciplines, consultants must provide all the services required. Qualifications submitted for only parts of the project will be considered non-responsive to this notice.

Each agency will be preparing a "list of qualified" consultants for each category of professional service to be utilized throughout the fiscal year. Additional notices for professional services may be given if (1) the response to the initial notice is inadequate; (2) the response to the initial notice does not result in adequate representation of available sources; or (3) previously unanticipated needs for professional services arise. Additional notices are posted on the Division of Purchasing website. The website address is www.co.honolulu.hi.us/pur/purconsultant.htm.

SUBMITTAL MATERIALS REQUIREMENT (3 copies)

1. Letter of interest
2. The name of the firm or person, the principle place of business, and location of all of its offices;
3. The age of the firm and its average number of employees over the past five years;
4. The education, training, and qualifications of key members of the firm;
5. The names and phone numbers of up to five clients who may be contacted, including at least two for whom services were rendered during the preceding year;
6. Any conflict of interest in performing services for the City and County of Honolulu;
7. A listing of all projects under contract with the City and County of Honolulu shall also be submitted to address the capability to perform the work within specified time limitations;
8. Past record of performance on contracts with respect to cost control, quality of work, and ability to meet schedules;
9. Type and description of services the firm is interested in providing; and

10. Any promotional materials or descriptive literature which the firm desires to submit.

DEADLINE. Submit three (3) copies of the SUBMITTAL MATERIALS packet **no later than 4:30 p.m., on July 30, 2004** to the appropriate agency directors. NO FACSIMILES WILL BE CONSIDERED

ACCESS OUR INTERNET. This information is available from:
The City's web sites: **www.co.honolulu.hi.us**

IVAN M. LUI-KWAN
Director of Budget and Fiscal Services
By order of JEREMY HARRIS, MAYOR
City and County of Honolulu